



**CITY OF MANCHESTER**  
**HISTORIC REVIEW COMMISSION MINUTES**  
**January 21, 2013**

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**ATTENDANCE**

Chairman Thom Kuntzman – Present  
Vice-Chairman Ken Aston – Excused  
Commissioner Janice DiGirolamo – Present  
Commissioner Sandra Wilmoth - Present

Commissioner Sue Simons – Present  
Commissioner Bob Strothkamp - Present  
Aldermanic Liaison John Diehl – Present

**CITY OFFICIALS**

Franz Kraintz - Director of Planning, Zoning & Economic Development

**CALL TO ORDER**

Chairman Kuntzman called the meeting of the City of Manchester Historic Review Commission to order at 5:30 p.m. The attendance at the meeting is reflected above.

**APPROVAL OF THE MINUTES**

Commissioner Strothkamp made a motion to approve the minutes of the January 7, 2013 meeting which was seconded by Commissioner DiGirolamo. Unanimously approved.

**SHPO SURVEYS OF MANCHESTER HISTORIC PROPERTIES**

Chairman Kuntzman elaborated on the fact that the 1983 Manchester Survey needed to be updated and prepared in a form consistent with current SHPO standards. He suspected that the historic properties on file from the 1980s might not meet current SHPO standards. He proposed that these surveys should be updated and perhaps the inventory information expanded to include properties that were not previously surveyed. He advocated using the existing SHPO forms available on-line.

Commissioner Strothkamp had worked on updating the survey information on the Hellman House by using the current SHPO form. Chairman Kuntzman cited it as an example of the survey updates the HRC needs to conduct to complete this task. Commissioner Simons had records from the Old Trail Historical Society that could be used to update the surveys of these historic properties. Commissioner Strothkamp stated he was able to complete the update of the survey by pulling information from all the available information on this property.

Chairman Kuntzman stated that if the HRC could also use examples of how others have done their updates. He was able to find a survey update of the historic properties in the City of St. Charles. Due to the large number of properties they have, their study update was quite voluminous but thorough and quite extensive. Chairman Kuntzman stated this was a good example of the surveys being completed on buildings. Commissioner Strothkamp advocated getting students involved in completing the survey updates. While such tasks might be difficult to get into the student's already full school curricula, the HRC members could at least begin the process. Commissioner Wilmoth advocated that rather than a single member of the HRC work on updating surveys perhaps it was better that the entire HRC membership work together in order to share their collective knowledge of Manchester's historic

properties. Therefore a work session of the HRC was called for February 11 to work on updating the surveys.

Director Kraitz questioned why the group would have to have a work session just to transfer the existing information from the old forms to the new forms. He offered that his staff could do this to save the HRC some time and energy. The HRC then could focus on getting information that the surveys currently didn't have. There was some speculation that professional help would be needed to complete these types of assessments but that wouldn't be known until we had the surveys. Chairman Kuntzman agreed to contact Michelle Diedrich, Survey Coordinator of the SHPO to receive the previously submitted surveys.

### **OTHER MATTERS**

Alderman Diehl suggested inviting Larry Etzkorn, who is the father-in-law of Bill Suntrup and who had a lumber yard on the site of the current BMW auto dealership on Manchester Road. Alderman Diehl thought Mr. Etzkorn could provide the HRC with a wealth of information about Manchester history.

Chairman Kuntzman reminded the HRC that the State-wide CLG Forum would be on April 19 and as many Commissioners as possible should attend.

### **ADJOURNMENT**

The next meeting will be Monday February 11, 2013 at 5:30 p.m. At that time, the HRC will spend more time discussing the survey forms and the goals for 2013. With the business of the HRC concluded, Commissioner Strothkamp made a motion to adjourn which was seconded by Commissioner Wilmoth. Meeting adjourned at 6:40 p.m.